

**SUMMARY OF THE  
QUALITY SYSTEMS COMMITTEE MEETING  
MARCH 8, 2001**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on March 8, 2001, at 1:00 p.m. Eastern Standard Time (EST). The meeting was led by its chair, Mr. Scott Siders of the Illinois Environmental Protection Agency. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss progress on revision of Section D.1 of Appendix D of the NELAC Standard, revision of Section D.3 of Appendix D of the NELAC Standard, International Organization for Standardization (ISO) 17025 integration, and logistics for completing work before the March 19, 2001, deadline for submitting revisions for consideration at the Seventh NELAC Annual Meeting (NELAC 7).*

**INTRODUCTION**

Mr. Siders called the meeting to order and reviewed the agenda for the meeting.

**TOPICS OF DISCUSSION**

**Appendix D, Section D.1 Revisions**

Mr. Siders led the discussion of comments on Appendix D.1 from Mr. Jerry Parr in an electronic mail message dated March 5. The committee had no additional comments on the most recent revision of D.1. Given the schedule, the changes from Mr. Parr will be incorporated only if they are a substantive improvement. The use of a certified reference material (CRM) as a laboratory control sample (LCS) will be explicitly included. The number of compounds to be spiked and their representativeness of the reported analytes were discussed. Language on utilizing client-specified acceptance criteria for the LCS will be included. "Mandated" versus "required" test methods were discussed and removing Section D.1.2, Method Evaluation, was considered. Mr. Jeff Nielsen will incorporate the changes discussed during the teleconference, check the section numbering, and take out the editorial notes before sending the appendix to Mr. Siders next week for inclusion in the March 19, 2001, revision.

**Appendix D, Section D.3 Revisions**

Ms. Marty Casstevens discussed the revised version of Appendix D.3. Most of the changes are clarifications, based on the discussion at the Sixth NELAC Interim Meeting (NELAC 6i). The language on sterility, particularly for checks and blanks, is being made more specific. Checks of media will be performed before first use, according to the new language. The microbiology subcommittee thinks that Appendix C needs to be made more specific for microbiology. Mr. Siders indicated that the Performance-Based Measurement System (PBMS) subcommittee will be revising Appendix C. The language in D.3.4.b may be controversial because the verification methods can vary widely. This may best be covered in individual checklists. More details on calibration for various types of equipment are being added. The term labware will be used, with glassware and plasticware included in parentheses. The flow chart will be removed, but Ms.

Casstevens had trouble removing it from the electronic file. Mr. Siders has the cleaned up versions of Appendix D.3 that he needs for the March 19, 2001, deadline.

## **Logistical Issues**

Mr. Siders discussed an electronic mail message that he has received from Dr. Charles Brokopp. Registration information is now available at [www.eutah.org/nelac7](http://www.eutah.org/nelac7). The draft agenda is due on April 1, 2001. Mr. Siders plans to schedule additional teleconferences for the Quality Systems committee, the PBMS subcommittee, and the microbiology subcommittee. The Quality Systems committee anticipates needing a large room, a facilitator, and a scribe at NELAC 7. Other topics that were discussed included telephone lines and filling anticipated vacancies on the committee. Mr. Siders will include the revised Appendices D.1 and D.3 in the March 19 revision of the NELAC Standard. PBMS and ISO 17025 will only be addressed in a discussion document, due to time constraints and the March 19, 2001, deadline.

## **ISO 17025**

Dr. Fred Siegelman discussed the ISO 17025 integration issue. The next version of the standard will probably be organized like ISO 17025. It is still unclear how and if the ISO 17025 language can be used, and this will be discussed at NELAC 7. Any committee members who cannot complete their assignment from Dr. Siegelman's electronic mail message should let him know so that other arrangements can be made. Formation of a subcommittee for this topic was discussed. Committee members should send Dr. Siegelman any suggestions for members of the subcommittee.

## **NEXT MEETING**

The next teleconference is scheduled for March 15, 2001.

**ACTION ITEMS  
QUALITY SYSTEMS COMMITTEE MEETING  
MARCH 8, 2001**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Incorporate comments from Mr. Parr into Appendix D.1, as discussed in the teleconference, check the section numbering, and take out the editorial notes (Mr. Nielsen).	March 13, 2001
2.	Provide a draft agenda for NELAC VII (Mr. Siders).	April 1, 2001
3.	Schedule additional calls for the Quality Systems committee, the PBMS subcommittee, and the microbiology subcommittee (Mr. Siders).	
4.	Incorporate the revisions to D.1 and D.3 into the standard (Mr. Siders).	March 19, 2001
5.	Send Dr. Siegelman any suggestions for ISO 17025 subcommittee members (committee).	

**PARTICIPANTS  
QUALITY SYSTEMS COMMITTEE MEETING  
MARCH 8, 2001**

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